

## Information Technology and Computer Skills Training

### WINDOWS 7 INTRODUCTION

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 12:00 p.m.

**Investment:** \$95.00

#### Course Content

- Introduction to Windows 7
- Using the Menu in the Windows Environment
- Manipulating Windows and the Taskbar
- Using Windows Accessories
- Getting Help
- Managing Files
- Managing Files and Folders
- Managing the Recycle Bin
- Searching for Files
- Managing Windows Shortcuts
- Customizing the Start Menu
- Desktop Gadgets

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